in accordance with ORS 240.215 (1) and (2)

#### AGENCY requests to establish a new position

\*If an agency is submitting more than 15 classification reviews or has received positions through the legislative process, agencies must complete and submit a notification form within two weeks of the positions being entered into the PICS system and available for use.



**AGENCY** provides position description and organization chart to **AGENCY HR DEPARTMENT** 



**AGENCY HR DEPARTMENT** reviews provided materials, and additional information to understand work required.



#### **AGENCY HR DEPARTMENT** writes an analysis that includes:

- Position information
- Basis of the review/background information
- Documentation considered
- Analysis
- Classification decision
- FLSA status and Service type



# **AGENCY HR DEPARTMENT** submits the following to DAS Classification and Compensation.

- Written analysis
- Current position description (signed by agency appointing authority)
- Organization chart
- Finance plan checklist (if applicable)
- ISS Matrix for IT positions'

#### DAS CLASSIFICATION AND COMPENSATION reviews submitted information.

#### Submittal is approved



approval memo when documents are complete, and analysis clearly articulates and supports the position request in accordance with DAS class specs.



## **AGENCY** submits the following to their **AGENCY BUDGET OFFICE**:

- agency analysis
- position description
- organization chart
- DAS approval memo
- finance plan checklist



# AGENCY BUDGET OFFICE submits information to LEGISLATIVE FISCAL OFFICE (LFO) to complete the process.

Note: Classifications assigned by LFO are placeholders and not official until the request process as outlined above has been completed and the appropriate classification is approved by DAS Classification and Compensation.

### Incomplete submission

## DAS CLASSIFICATION AND COMPENSATION

works with AGENCY to collect the information/ documents needed. Final consideration is given when all information is provided.

#### Submittal is denied

### DAS CLASSIFICATION AND COMPENSATION

has conversation with agency and issues a denial response.